



County of Los Angeles CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District


ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

July 17, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: 
David E. Janssen
Chief Administrative Officer

RECORDS MANAGEMENT AND BOARD REPORTS - SECOND STATUS REPORT

On February 18, 2003, your Board instructed my Office to report back with an overall plan for maintaining and preserving County records and archives, including cost estimates. Additionally, on March 4, 2003 your Board instructed my Office to: 1) review and revise the distribution methods of all interdepartmental correspondence; 2) issue instructions and investigate ways to better utilize e-mail and the Internet to distribute County information; and 3) provide recommendations for eliminating any periodic Board reports that may have outlived their usefulness.

Consistent with the status report provided to your Board on April 3, 2003 (Attachment I), on April 21, 2003, this office issued to all County departments/agencies a four part survey, as follows:

- Part 1 - Identification of Records Managers;
- Part 2 - Information on Record Storage and Electronic Transmission;
- Part 3 - Identification of Periodic Board Reports; and
- Part 4 - Departmental Records Inventory.

While we requested a June 11, 2003 response date, we recognized the challenge in addressing the entire survey, particularly the completion of a records inventory. Consequently, we indicated that departments could request additional time and identify

required resources to complete the survey. Responses have been provided by departments/agencies on a flow basis, and the current status as summarized on Attachment II is as follows:

- 19 have completed the entire survey;
- 18 have completed portions of the survey and requested time extensions, primarily to complete the detailed inventory of records; and
- 8 have not responded.

In addition to the survey, my Office plans to meet with the State Records Manager to discuss strategies for improving the County's records management systems. Staff is currently reviewing Local Government Records Management Guidelines prepared by the State and will convene a County working group to discuss development of countywide records management policies and procedures. Given the magnitude of existing County records, it may be appropriate to establish record keeping and archiving protocols going forward and address existing County records/archives over a longer time frame.

Our Office has also met with the Chief Information Office (CIO) to discuss a related Board instruction of August 6, 2002 directing the Chief Information Officer, the Director of Personnel and the Registrar-Recorder/County Clerk to review and report back on more efficient models for e-documenting County projects. The CIO has agreed to assume the lead in coordinating both the August 6, 2002 motion and the March 4, 2003 motion addressing distribution methods for interdepartmental correspondence and County information.

The CIO plans to award a consultant contract for an Electronic Document Management Systems (EDMS) Analysis and Enterprise-wide Strategy Development Project. This analysis will assist with the development of a strategic approach for deployment of EDMS technologies throughout the County. The consultant will utilize the findings from a survey of County departments that was conducted by the CIO as well as the results from our countywide survey.

We are targeting our next update to your Board for late August when we anticipate most departments will have responded and we will have had an opportunity to analyze responses and prospective policies in coordination with a County working group and the State Records Manager. We hope to include final departmental recommendations regarding which periodic reports should be continued and discontinued.

Each Supervisor
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If you have any questions regarding this status report, please feel free to contact me or your staff may contact Dorothea Park of this office at (213) 974-1319 or at dpark@cao.co.la.ca.us.

DEJ:LS
MKZ:DSP:os

Attachments

c: All County Departments/Agencies



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April 3, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

RECORDS MANAGEMENT AND BOARD REPORTS - STATUS REPORT

On February 18, 2003, your Board instructed my Office to report back with an overall plan for maintaining and preserving County records and archives, including cost estimates. Additionally, on March 4, 2003 your Board instructed my Office to: 1) review and revise the distribution methods of all interdepartmental correspondence; 2) issue instructions and investigate ways to better utilize e-mail and the Internet to distribute County information; and 3) provide recommendations for eliminating any periodic Board reports that may have outlived their usefulness.

In order to address these interrelated orders, my Office will be distributing a countywide departmental survey to determine the following:

- The current state of record keeping in departments;
- The time and resources necessary to fully respond to the Board records/archives instruction (e.g., files, records, archives, artwork, etc. that they manage, including storage media, whether or not the materials are digitized, location, indexing methodology, storage space, and the condition of the materials);
- Current plans and/or policies and procedures for maintaining and preserving departmental records;

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- Departmental capability to distribute correspondence throughout the County electronically via e-mail or the Internet, or modifications to current systems that would be required to facilitate the distribution of correspondence; and
- Periodic Board reports which departments provide, and justification for their continuation or discontinuation.

My staff had an initial discussion on these issues with the Administrative Deputies Network at their March 26, 2003 meeting. The Network offered to review a draft of the survey and discuss it at their next meeting on April 16, 2003. We also discussed convening a task force of departments to provide assistance and guidance as we proceed with the record/archiving project. Finally, my staff is also in contact with the State Archivist for expert assistance in this effort and has obtained copies of previous County archiving reports and recommendations.

We target circulation of the survey in late April with responses requested by early June 2003. Based on the responses, we will likely be able to provide the Board a final report on the items in the March 4 instruction and an estimate of the time frame for fully responding to the February 18 instruction.

If you have any questions, please feel free to contact me or your staff may contact Dorothea Park of this office at (213) 974-1319 or at dpark@cao.co.la.ca.us.

DEJ:LS:
MKZ:DSP:os

c: Executive Officer, Board of Supervisors

COUNTY RECORDS MANAGEMENT

Department	Comments
Administrative Office, Chief	Entire survey by July 31, 2003
Affirmative Action Compliance Office	No Response
Agricultural Commissioner/Weights and Measures	Completed
Alternative Public Defender	No Response
Animal Care and Control	Completed
Assessor	Inventory and Periodic Reports by August 1, 2003
Auditor-Controller	Inventory by July 31, 2003
Beaches and Harbors	Inventory by September 30, 2003
Board of Supervisors – Exec Office	Completed
Arts Commission	Completed
CCJCC	Completed
Children's Planning Council	Completed
Commission for Children and Families	Completed
Chief Information Officer	No Response
Child Support Services	Completed
Children and Family Services	No Response
Community Development Commission	Inventory by November 26, 2003
Community and Senior Services	No Response
Consumer Affairs	Inventory of active files by August 29, 2003
Coroner	Completed
County Counsel	Completed
District Attorney	Inventory of active files by October 31, 2003
Fire	Completed
Health Services	Inventory by August 29, 2003; Harbor/UCLA Done
Human Relations Commission	No Response
Human Resources	Completed
Human Resources – Office of Public Safety	Completed
Internal Services	Inventory by August 29, 2003
Mental Health	Entire survey by September 30, 2003
Military and Veterans Affairs	Completed
Museum of Art	No Response
Museum of Natural History	Inventory by July 25, 2003
Music Center	No Response
Ombudsman	Completed
Parks and Recreation	Completed
Probation Department	Completed
Public Defender	Inventory by July 31, 2003
Public Library	Inventory by October 31, 2003
Public Social Services	Inventory by August 29, 2003
Public Works	Inventory & Periodic Reports by October 30, 2003
Regional Planning	Completed
Registrar-Recorder/County Clerk	Completed
Sheriff	Complete by July 31, 2003
Superior Court	Complete by July 31, 2003
Treasurer and Tax Collector	Inventory August 29, 2003

COUNTY RECORDS MANAGEMENT